



Social Security

Important information for W-2 filers.

Tax Year 2021 wage reports must be filed with Social Security by January 31, 2022.

Dates to remember

December 6, 2021

Business Services Online (BSO) is open for Electronic Filing W2 (EFW2) and W-2 Online filing.

January 31, 2022

Deadline for providing W-2s to employees.

Deadline for filing electronic and paper W-2s with us.

NOTE:

Social Security will be closed on December 31, 2021 and January 17, 2022

Update your BSO password now

- Ensure you have the correct password.
- You will need to change your password if it's been more than 90 days since you last used it.
- It can take up to 10 business days (2 weeks) to get a new password in the mail. We do not text passwords or password reset codes. We mail it to you through the U.S. Postal Service. Make sure you request it

early enough to allow you to make January's wage reporting deadline.

We now offer a new way to upload your W-2 file

If your software creates an EFW2 format file, consider Wage File Upload instead of keying individual W-2s. You can:

- Upload your file to us to process for FREE.
- Save time and reduce errors.

Register for BSO if you are not already registered. Visit the [Employer W-2 Filing Instructions & Information](#) page to learn more.

How Does the Wage File Upload Work?

We process your file in real-time, giving you results right away of either *Success* or *Reject*.



- Upload your EFW2-formatted files - must have a .TXT or .ZIP extension
- If your file passes preliminary checks, you will get a Success message along with a Wage File identifier (WFID).
- If your file is rejected, we point out the errors right on the screen.
- We will provide a WFID once you fix all the errors, upload all the reports, and your file passes all edits.
- If you don't get a WFID, print the error page just in case you need to show when you initially filed your W-2s.

View the [Wage File Upload tutorial](#) for more information.

For additional information...

- View the [infographic](#).
- View the [video](#).
- Read the [training package](#).

For smaller businesses, we also have a free service called W-2 Online



- It looks just like a paper W-2, but it's online.
- You can key up to 50 W-2s per report. *(You may key multiple reports.)*
- There is a W-2c Online too!
- We also include a [Checklist for W-2/W-3 Online Filing](#).
- View the video, [How to use SSA's Free W-2 Online Website](#).
- Just [register for BSO](#) now and file your Tax Year 2021 wage reports before the deadline date of January 31, 2022.

How to report deferred payroll taxes to us

If you deferred payroll tax for your employees in 2020, and collected this tax in 2021, then you need to send in a W-2c to correct **Tax Year 2020 Social Security taxes**.

- [IRS W-2 & W-2c instructions](#)
- [W-2 Reporting of Employee Social Security Tax Deferred under Notice 2020-65](#)
- [IRS News Release](#)

Visit [What's New For 2022 page](#) to learn more.

[Learn More](#)

Truncated Social Security Numbers (SSNs)

- You may truncate, or shorten, the SSN on W-2s, **except** on Copy A.
- We will not accept truncated SSNs that only show the last four digits (XXX-XX-1234) on Copy A Form W-2 or in the SSN field when using the EFW2.

View the [IRS instructions on Truncated Taxpayer Identification Numbers](#).

Verify SSNs

If you need information about whether your employee's reported name and SSN match our records, please view our [Verifying Social Security Numbers page](#). We discontinued mailing [Employer Correction Request Notices \(EDCOR\)](#) in 2021.

Social Security Statement

We encourage you to visit or open your personal [my Social Security](#) account where you can find your personalized *Social Security Statement (Statement)* to help you understand your benefits.

We recently redesigned the *Statement* to make it easier for you to read and find the information you need. This includes:

- A bar graph displaying your personalized retirement benefit estimates.
- An overview of your earnings history and information on how to report an error (your account shows your complete earnings history).
- Supplemental Statement fact sheets designed to provide useful information based on your age group and earnings situation.

Visit our [Get Your Social Security Statement webpage](#) to learn more.

Find helpful information online

Go to our [Employer W-2 Filing Instructions & Information webpage](#) for videos, tutorials, and other useful information.

[Learn More](#)

How else can we help you?



Calculators



Apply for
Retirement



Check Application
or Appeal Status



COVID



Publications



FAQs

Stay Connected with Social Security:



Join the millions and discover your benefits!
Open a [*my* Social Security](#) account.
